AT LEVEL1 TRAINING REQUIREMENTS AND INSTRUCTIONS

Once you have completed the on-line training at https://atlevel1.dtic.mil,

please print off the certificate and give a copy to your unit operations NCO

(If you belong to the AMEDD please bring a copy by the Security Office Bldg 2840 Rm 113).

Who is this training intended for?

DoD Instruction 2000.16 requires annual AT awareness training for all OCONUS-based DoD personnel and dependents age fourteen and older, all Active uniformed members of the CINCs and Services, all CONUS- based DoD personnel eligible for official OCONUS travel on Government orders, and all CONUS-based personnel if the CONUS terrorism threat level is promulgated above "MODERATE." This site contains three modules specifically tailored and designed for service members, civilians and dependents.

Note: DOD Threat level is currently Significant!

OCONUS TRAVEL AND BRIEFING PROCESS

- **The AMEDDC&S G1 Travel Manager will be responsible for ensuring all AMEDDC&S travelers have completed all OCONUS Travel requirements IAW DOD 4500.54-G (DOD Foreign Clearance Guide) prior to releasing OCONUS approval memorandum.**

- **There are three types of travelers and they are listed below with the minimum requirements for OCONUS Travel.**

  Leave / Pass travelers **will need to turn into their company the following three documents:**
  DA31, OCONUS Travel request Memo with itinerary signed by Department Chief or BN CDR and AT Level 1 Certificate. Company will forward to BN S1 and BN S1 will forward to G1 Travel Manager for processing.

  PTDY / TDY travelers **will need to turn into their company the following three documents:**
  DD1610, OCONUS Travel request Memo with itinerary signed by Department Chief or BN CDR and AT Level 1
  Certificate. Company will forward to BN S1 and BN S1 will forward to G1 Travel Manager for processing.

  TCS or personnel traveling on NATO orders **will need to turn into their BN S1 the following two documents:**

  Copy of travelers TCS or NATO Orders and AT Level 1 Certificate.

  (Note: All personnel PCSING can just stop by the AMEDDC&S Security office located in building 2840 room 113 and
  present a copy of their AT Level 1 certificate and a briefing will be schedule. Briefings are conducted Tues & Thurs
  at 1000 & 1400hrs. Certificate needs to be turned in at least 48 hours prior to schedule briefing.

  Once the AMEDDC&S G-1 Travel Manager receives all required documents they will input the travelers information into the OCONUS database for processing. The AMEDDC&S G2 Force Protection Officer will contact the
  traveler to schedule a date and time to pick-up their information packet and receive the Area Specific Briefing.

  - ***** Note: Please understand that you can no longer drop your AT Level 1 Training Certificate off at the AMEDDC&S Security Office and receive a briefing. All OCONUS Travel request must go through the AMEDDC&S G1 Travel Manager. This does not include personnel PCSING OCONUS.**

- **Please understand that these travel and training requirements are IAW Department of Defense Requirements DODI 2000.16 & DOD 4500.54-G (YOU MUST DO THE TRAINING, YOU MUST HAVE THE INFORMATION PACKET, AND YOU MUST RECEIVE THE BREIFING PRIOR TO**
- **COMMENCING TRAVEL).**

OCONUS TRAVEL REQUIREMENT

- **Ref: AR 525-13**

e. **PCS/TDY travel orders will be annotated "Travel in civilian clothes authorized and recommended" for personnel traveling to and through DOD-designated high or potential security threat countries.**

(3) Commanders will ensure all military and DA civilians associated with their command receive annual antiterrorism awareness and receive an area of responsibility (AOR) update prior to deploying to an area of a higher threat

level or within two months of traveling OCONUS. Commanders will offer all DOD-employed contractors associated with their command annual antiterrorism awareness training and will offer an area of responsibility (AOR) update prior to traveling OCONUS. Units will maintain a memorandum for record documenting an individual's training. Additionally, family members, age 14 years or older, will receive similar training prior to traveling outside the 50 United States, its territories, and possessions when on official Government orders. AT awareness training will be in accordance with current TRADOC approved training requirements and lesson plans or the CJCS-approved, web-based AT Awareness Course (see app F).

OCONUS TRAINING/BRIEFING REQUIREMENTS

Ref: AR 525-13
APPENDIX F

F-1. Antiterrorism awareness training

- *a.* All military, and DOD civilians, will receive annual AT awareness training. Personnel traveling outside the 50 United States, its territories and possessions (to include leave, pass or temporary duty) will receive an AOR update within two months of travel and have received annual AT awareness training within 12 months of travel.
- *b.* All military and DOD civilian family members will receive mandatory AT awareness training within 12 months of travel, on official government orders, outside the United States, its territories, and possessions and permanent change of station OCONUS travel.
- *c.* All DOD-employed contractors will be offered, under terms and conditions specified in the contract, annual AT awareness training and an AOR update prior to traveling outside the 50 United States, its territories and possessions (to include temporary duty).